

# ASSAM AGRICULTURAL UNIVERSITY

## ANNUAL APPRAISAL REPORT & ACADEMIC AUDIT REPORT FOR

### TEACHERS PRINCIPALLY ENGAGED IN ADMINISTRATION

Report for the Period: April 01, .....to March 31, .....

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#### **Part I: General Particulars (To be filled in by the Teacher/Administrator)**

1. Name:
2. Designation:
3. Name of Department/Establishment/ Research Station/KVK:
4. Date of Birth
5. Date of Entry in AAU Service:
6. Date of Joining in the Present Post:
7. Academic Qualification acquired during the year reported upon (In case no academic qualification has been acquired, the highest degree along with specialization need to be furnished)

Degree	Year	Subject	Specialization

8. Membership of Professional /Scientific Bodies:

Professional /Scientific Bodies	Membership acquired during the year (O/L/H)*	Continuing membership(L/H)*

O=Ordinary, L=Life, H=Honorary

9. Period on Leave during the year:

Leave period	Type of Leave (Earned Leave/Study Leave/Maternity Leave/Child Care Leave/Leave on medical ground)

10. Training, workshop, summer institute, winter school, state, national and international level seminar, conference, symposium etc. attended during the year-

Topic/theme of the training etc.	Duration		Venue	*Nature of participation	Score
	Form	To			

\*Mention whether Simple participation, Paper presentation, Participation as office bearer etc. Training/summer school/winter school/refresher course of more than 7 days 0.5 marks; Simple participation in seminar, conference, symposium: 0.25 Mark, Paper Presentation:0.5mark, Participation as office bearer: 0.5 mark, (**max score :4**)

**Part II: Self- Assessment (To be filled in by the teacher)**

**A. ADMINISTRATION: Max Score :40**

- 1. Full-time Involvement in Administrative job: (8 marks for each quarter of the year)**

Establishment	Involvement as	Period of involvement	Score
<b>Sub-total score for Section A1</b>			

- 2. Innovative administration module developed (Computer programming/office automation/ database generation and management etc.)/ office discipline and decorum/ Information brochure developed: (6 marks each)**

Particulars of activity	Score
<b>Sub-total score for Section A2</b>	

3. **Involvement in academic matters** (like admission process)/ Students Orientation/Students career Counselling & training /creating healthy academic environment in classes and in hostels/Conduct of Examination/

**Involvement in Assets and Financial matters** like supervision and monitoring of Goods and stores (like maintenance & updating of assets register and procurement of goods)/ Inventory management / Financial matters (like checking of annual accounts/audit observation and fund utilization process): **(5 marks for each involvement)**

Particulars of involvement	Score
<b>Sub-total score for Section A3</b>	
<b>Total score of section A</b>	

4. **Involvement in Planning, monitoring and supervision of Teaching Research, Extension, Production, welfare of students (extra- curricular/co- curricular) / employees and Infrastructure Developmental works (4 marks for each quarter of the year)**

Particulars of involvement	Score
<b>Sub-total score for Section A4</b>	
<b>Total score of section A</b>	

- B. **TEACHING AND/OR RESEARCH AND/OR EXTENSION AND/OR FARM MANAGEMENT (Instructional/ Research/ Demonstration/ Production Farms) AND/OR PRODUCTION UNITS AND/OR TEACHING VETERINARY CLINICAL COMPLEX(TVCC):**



<b>Sub-total score for Section A1</b>						

**2. Details of involvement in AAU Open Distance Learning Courses and Certificate courses: For Course Teacher:** 1mark for each credit of teacher’s share for courses of less than 1month duration, 2 marks for each credit of teacher’s share for courses of 1month to <3 months duration, 3 marks for each credit of teacher’s share for courses of 3months and more duration. As course director/course coordinator for certificate course up to 7-day duration 1.0 mark; for 8-30 days duration 2.0 marks, above 30 days 3.0 marks) **(Maximum score 5.0)**

<b>Course No.</b>	<b>Course title</b>	<b>Duration</b>	<b>Credit Hours</b>	<b>No. of Instructors</b>	<b>Teachers’ score=share of credit X mark</b>	<b>Score as Course Director</b>	<b>Sum-up Score (total of previous two columns)</b>
<b>Sub-total score for Section B2</b>							

**3. Number of Masters/Ph.D. students guided during the year: : 3 marks for Major Advisor, 1.5 marks for Co-Major Advisor & 1 mark for Member of the Advisory Committee of each PG student (Max score :12)**

<b>Advisor/Member</b>	<b>Master Degree students</b>	<b>Ph. D. students</b>	<b>Total students</b>	<b>Score</b>
<b>Major Advisor</b>				

<b>Co-Major Advisor</b>				
<b>Member, Advisory Committee</b>				
<b>Sub-total score for Section B3</b>				

**4. Preparation of teaching/ practical manual/ instructional material/ teaching aid (multimedia, models etc.): 1.5 marks for each assignment**

<b>Particulars</b>	<b>Title</b>	<b>Score</b>
<b>Teaching manual</b>		
<b>Instructional material</b>		
<b>Teaching aid</b>		
<b>Sub-total score for section B4</b>		

**5 .Development of Innovative Education and Extension Technology/module : (1.5 marks for each of the technology/module developed)**

<b>Courses</b>	<b>Technology/module developed (with brief description)</b>	<b>Score</b>
UG		
PG		
PhD		
<b>Sub-total score for Section B5</b>		

**6. Involvement in research project:** Involvement in allotted research project/ contract research/consultancy project/ institutional research (3 marks for PI,1.5 mark for co PI and 1 mark for Associated Scientist); for externally funded self-earned /competitive/*ad-hoc* research/ project involvement as PI (8 marks for each project) as Co-PI (4 marks for each project) and as associated scientist (2 marks for each project)

<b>Title of the project</b>	<b>Funding Agency</b>	<b>Alloted/ Self earned/Competitive/<i>ad-hoc</i> research projects</b>	<b>Date of commencement</b>	<b>Date of completion/ status</b>	<b>PI/Co-PI/ Associate Scientist</b>	<b>Sanctioned amount (Rs. In lakh)</b>	<b>Outcome of the project *</b>	<b>Score</b>
<b>Sub-total score for Section B6</b>								

**7. Involvement in development of technology etc.:** Development of technology/ participatory technology, methodology/concept/ prototype, genetic stock/ variety/ vaccine/diagnostic kit/ product/ process (5 marks for each involvement, If obtained patent, 8 marks for each involvement)

SI No	Particulars of development	Nature of involvement (Lead or Assisting)	Present Status	Adoption by stakeholders, if completed	Score
<b>Sub-total score for Section B7</b>					

**8. Involvement in extension and/or farm management (Instructional/ Research/ Demonstration/ Production farms) and /or production units and/or TVCC :( Maximum attainable score 5):**

- Involvement in extension training, /Skill development training /Farmers awareness programme, Field day/Farmers fair/exhibition, extension camp, diagnostic & clinical services, vaccination camp, treatment camp, relief camp, farmer-scientist interaction, participatory extension activity, consultancy extension service, field day/farmers' fair, (As course director/course coordinator/training coordinator for training programme of less than 7 day duration 1.0 marks; for 8-30 days duration 2.0 marks, above 30 days 3.0 marks; 0.5 marks for resource person/trainer for each involvement)
- On-farm technology testing, off-farm demonstration, technology showcasing and dissemination, successful execution/commissioning of prototype agricultural output (As lead scientist 3; as Associated Scientist 1)
- Involvement in Extension projects and special programmes (TSP/DFI/Soil Health Card/MGMG/AGAG/CFLD/Participatory (Seed/planting material/breed) production programmes/ Agro Met advisory service/ Seed Hub/AYUSH Mission/ Swachhta Campaign/NARI/FPO/FPC/CBBO or other Central/State Govt sponsored programmes .  
As Nodal Officer 2 Marks and Associated Member 1 mark
- Monitoring and evaluation of technologies , research and extension programmes/ Coordination of research and extension projects/ programmes as administrator (1 mark each)

- Preparation of extension training manual/extension instructional material/extension training aid (multimedia, models etc.) /E -extension services (1.5 marks for each)
- Part time engagement in farm management (instructional/research/ demonstration/production farms)/ production units/TVCC/ Institutional Ethics Committee for experiment on animal/ (1.5 marks for each quarter year of involvement)

Particulars of involvement	Score
<b>Sub-total score for section B8</b>	
<b>Total score for Section B</b>	

### **C. PUBLICATIONS: Max score :20**

- 1. 1. Research Papers:** Research papers published on subjects in relevant discipline during the year will be allocated score according to the recent rating of scientific journals on a scale of 1 to 10 published by the National Academy of Agricultural Sciences (NAAS). For papers published in journals having Thomson Reuter's Impact Factor but not rated by NAAS, the **Conversion Table (Appendix I)** should be consulted to get the equivalent NAAS Rating. In the case of research papers of Community Science and Social Science disciplines, published in journals that are neither included in NAAS rating nor have any Impact Factor, a score of 0.5 may be allocated per research paper.

*(Note: Marks of each paper will be distributed as follows- First author 100% and the remaining authors 75% of NAAS scores of the particular journals)*

Title of paper	Journal with vol. no. & nos.	Journal Indexed in Scopus/ISI/Web science/ Scimago/ others	NAAS score of the journal	Percentage share of NAAS score
<b>Sub-total score for Section C1</b>				

- 2. Other publications:** Book on relevant subject (2 marks), chapter of book on relevant subject (1 mark), review article (1 mark), monograph (1 mark), research bulletin/ extension bulletin, (0.5 marks for each publication); Popular articles/success stories



on agriculture, veterinary, fishery, sericulture, horticulture, community science and allied subjects (0.25 marks for each publication).

Title of publication	Type of publication	Score
<b>Sub-total score for Section C2</b>		
<b>Total score for Section C</b>		

**D. CONTRIBUTION TO INSTITUTION BUILDING: Max score: 10**

- Involvement in organizational activities like – holding of seminar, Webinar, symposium, conference, workshop, group meeting etc.; service provided as professor in-charges of –Students’ Union Bodies/ Students’ troops of co and extra-curricular activities/ Central Instrumentation Facility/ Computer Centre/ Cultural Centre /Language lab/Vigilance Cell/ Anti Ragging Cell/Grievance Redressal Cell/Cell for Prevention of Sexual harassment on women /Canteen/Auditorium/Indoor stadium /Gym; service provided as Member/ Secretary of Official Bodies/ Committees/ Editorial Boards (Concerned Institution’s Magazine, Souvenir, Annual Reports, News Letter); involvement in organizing and guiding RAWEP/ TIWEP/ FWEP/STAP/Internship Programme/ELP/ Collaborative (inter-institutional)/PPP activities, Technology Showcasing Programme etc. (1 mark for each involvement).
- Service provided for smooth functioning of Academic Cell/ ARIS Cell/ Training & Placement Cell/ Security Cell/ IPR Cell/ Educational Technology Cell/ Technical Cell/ Planning & Monitoring Unit/ Plagiarism detection cell/ Landscape Unit/Farm production units/STAP/ATIC/ NEATEHUB /NCC/NSS (5 marks for each involvement as in-charge and 1 mark as member and for administrative guidance and supervision ); Member Institutional Biosafety Committee (IBSC)/ Member Accreditation committee/ Member of Academic Council of AAU/ Prof in-charge In-plant training/ Study tour/Mentoring start up, wild life health research and Forensic Sc (1 mark for each involvement) Counsellor of UG students(0.5 mark for each involvement), engagement as nodal officer of ICAR/NFSM/RKVY/other such govt programmes, missions etc. (2 marks for each involvement), revenue generation activities (0.25 mark per Rupees twenty-five thousand revenue generated), Chairman/member of scrutiny/selection committee; Members of FPO/FPC/Startup/Entrepreneurship development (0.5 mark for each involvement)

Particulars of involvement	Score
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<b>Total score for section D</b>	

**E. PEER RECOGNITION: Max score:6**

**1. Through achievement of self:**

- International award/Fellowship (Post-doctoral/Academies and Societies) (2 marks for each)
- Institutional award/journal editor (1 mark each)
- Best paper, best poster award (1 mark each)
- Guest lecturer/guest faculty (1 mark each)
- Special assignments (International assignments, overseas and special national assignments/Consultancies/Expert Committees) not covered anywhere in the appraisal (1 mark each)
- Convener/Organizing secretary of scientific seminar/ Symposium/ Conference etc. of International/ National/ State level (1 mark for events of less than 7 days duration, and 2 marks for more than 7 days duration)
- Course Director/ Course Coordinator of Summer Institute/ Winter School/ Training programme equivalent to Summer Institute and Winter School (1 mark for events of less than 7 days duration, and 2 marks for more than 7 days duration).
- Technical Coordinator/Nodal Scientist (2 marks for each)
- Selection Committee member (for cadres not below Assistant Professor & equivalent of other universities/paper setter of ASRB/UPSC/APSC/other state Public Service Commissions (2 marks for each)
- Member of Academic Council/Board of Studies/ Institutional Management Committee of other universities/institutions (2 marks for each)
- Fellowship received in the form of project funded by International/National agencies/organizations (2 marks for each)

Sl No.	Particulars of recognition	Score
<b>Sub-total score for Section E1</b>		

**2. Chairmanship/ Co-chairmanship/ Membership of committees/ Bodies at National/ International level/Chair professor etc.**

Chairman/ Co-chairman of Technical Session of scientific seminar/ Symposium/ Conference etc. at State, National and International levels (AICRP /AINP workshops

excluded)/ Member of committees and bodies of national and international level/  
Chair professor (1.5 mark for each)

Sl. No.	Name or title of Technical Sessions/the Chair professor / Membership	Name of Agencies/ Departments involved	Period of Technical Sessions/holding the Chair/ Membership	Score
<b>Sub-total score for Section E2</b>				

**3. Lead lecture/ Key Note address/ Invited Lecture/ Guest faculty/ Guest Lecture delivered at other institutes**

Lead lecture/ Key Note address/ Invited Lecture/ Guest Lecture/ Guest faculty (1 mark each)

Sl. No.	Date	Title of the event	Name of the organizer and venue	Nature of presentation	Topic of presentation	Score
<b>Sub-total score for Section E3</b>						

**1. PhD/ Master's thesis evaluated as external Examiner (1 mark each)**

Sl. No.	Year	Level (PhD/ Master's)	Name & address of the University/ Institute	Title of the thesis	Score
<b>Sub-total score for Section E4</b>					

**5. Acted as Member of Faculty Selection Committee (Not below the rank of Assistant Professor or equivalent. (1 mark each)**

Sl. No.	Year	Name of the post(s)	Name and address of the University/ Institute	Score
<b>Sub-total score for Section E5</b>				

**6. Through achievement of PG students under Major Guidance of the teacher:**

- International or National award/recognition/commendation received by student under major guidance of the teacher **(2 marks for each)**

<b>SI No</b>	<b>Particulars of recognition</b>	<b>Score</b>
	<b>Sub-total score for Section E6</b>	
	<b>Total score for Section E</b>	
<b>Grand Total Score for Sections A+B+C+D+E</b>		

Certified that the information furnished above are correct.

Place:

Signature of the teacher/administrator

Date:

**Part III. Appraisal and Remarks by the Reporting and Reviewing Officer (Controlling Officer)**

(Appraisal should be descriptive taking in to account all the information furnished by the teacher besides his dedication to work, discipline, integrity, peer relation and other relevant attributes)

1. Please make an objective comment on part II filled in by the teacher and assign appropriate score (Please refer to the guidelines provided)
  
2. General Assessment:  
[Please comment on the dedication, discipline, integrity, peer relation and other relevant attributes of the teacher and assign appropriate score (Please refer to the guidelines provided)]
  
3. Overall Grading: Outstanding/Very Good/Good/Average/Below Average

(Please refer to the guidelines provided)

(\*Outstanding/ Below Average should be substantiated by justification)

Signature of the Reporting & Reviewing Officer

Place and Date

Name (in Block Letters):

Designation:

**Part IV. Comments of the Academic Audit Committee:**

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Accepted/ Not accepted (with modified grading):

Place & Date:

Signature of the Accepting Officer (Vice-Chancellor)

Name (in Block Letters):

**The teacher may consult the latest conversion table for conversion of Thomson Reuter's Journal Impact Factor to NAAS rating**

(Source: [www.naasindia.org/rating.html](http://www.naasindia.org/rating.html))

**Appendix I**

**Table for conversion of Thomson Reuter's Journal Impact Factor to NAAS Rating**

(Source: [www.naasindia.org/rating.html](http://www.naasindia.org/rating.html))

The following table should be consulted for conversion of Thomson Reuter's Journal Impact Factor to NAAS Rating by candidates who have research papers in journals with Thomson Reuter's Journal Impact Factor but not rated by NAAS.

**National Academy of Agricultural Sciences  
New Delhi**

**Criteria for NAAS rating for research journals having  
Thomson Reuters Impact Factor**

<b>Journal Impact Factor (as per 2010 list)</b>	<b>NAAS Rating</b>
>0.00 - 0.02	6.1
>0.02 - 0.04	6.2
>0.04 - 0.06	6.3
>0.06 - 0.08	6.4
>0.08 - 0.10	6.5
>0.10 - 0.20	6.6
>0.20 - 0.30	6.7
>0.30 - 0.40	6.8
>0.40 - 0.50	6.9
>0.50 - 0.60	7.0
>0.60 - 0.70	7.1
>0.70 - 0.80	7.2
>0.80 - 0.90	7.3
>0.90 - 1.00	7.4

>1.00 - 1.50	7.5
>1.50 - 2.00	7.6
>2.00 - 2.50	7.7
>2.50 - 3.00	7.8
>3.00 - 3.50	7.9
>3.50 - 4.00	8.0
>4.00 - 4.50	8.1
>4.50 - 5.00	8.2
>5.00 - 5.50	8.3
>5.50 - 6.00	8.4
>6.00 - 6.50	8.5
>6.50 - 7.00	8.6
>7.00 - 7.50	8.7
>7.50 - 8.00	8.8
>8.00 - 8.50	8.9
>8.50 - 9.00	9.0
>9.00 - 10.00	9.1
>10.00-11.00	9.2
>11.00-12.00	9.3
>12.00-13.00	9.4
>13.00-14.00	9.5
>14.00-15.00	9.6
>15.00-16.00	9.7
>16.00-17.00	9.8
>17.00-18.00	9.9
Above 18.00	10.0



